

# Speech criteria sheet

Name:

Topic:

Category	Main Points	Comment
Speech structure / construction	Introduction gains attention Flow of speech Main point delivered Conclusion - leaves audience thinking	
Presentation and delivery	Gesture Pause, stance and eye contact	
Voice	Voice volume, pace, pitch, modulation	
Content of speech	Message relevance and clarity Audience appeal/reaction	
Language	Use of grammar and word selection Descriptive and emotive language	
Overall effectiveness	Impact on audience Originality	
Time	3 mins - (2 min 30 sec to 3 min 30 sec) (2 mins for Year 4)	

Self reflection: